



Planning & Development
Department

ADMINISTRATIVE AMENDMENT



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Planning & Development Department

GENERAL APPLICATION



APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Project Name: _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Requested Zone (if applicable): _____
Related Case Number: _____

PROPERTY INFORMATION:

Address (if known): _____
General location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax#: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax#: _____
E-mail Address: _____

Applicant's Signature: _____ Date: _____

DEPARTMENT USE ONLY:

Case #: _____ Zoning Map#: _____ Supervisorial District: _____
Date of Submittal: _____ TAC Date: _____
Fees: _____ Accepted By: _____



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PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Case Number: _____

Project Name: _____



Planning & Development Department

ADMINISTRATIVE AMENDMENT CHECKLIST



Procedure for making an application for an Administrative Amendment, as provided in the Maricopa County Zoning Ordinance, Chapter 3, Section 304.9

A general application for an Administrative Amendment, the application fee, and all supporting materials listed below shall be submitted to the Maricopa County Planning & Development Department.

If the amendment is approved, you are required to obtain a zoning Clearance and/or building permit prior to any construction or use of the property.

INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION (10 Copies)** – The application is to be completed in full. Staff will only accept a completed application form. The property's recorded legal description must be indicated on the application. The owner of the subject property must sign the application, or the applicant shall provide a letter of authorization at the time the application is made.
2. **TEN (10) SITE PLANS** (24" x 36") folded
3. **TEN (10) NARRATIVE REPORTS** describing request
4. **TWO (2) OFFICIAL RECORDED DEEDS** (proof of ownership)
5. **PROPERTY OWNER AUTHORIZATION** – TWO (2) copies
6. **FILING FEES:** Planning and Development - \$250
Department of Transportation - \$250
Drainage Review – Please call (602) 506-7149
7. **SUPPORTING MATERIALS:** Any information deemed necessary by staff